



## ALASKA NATIVE TRIBAL HEALTH CONSORTIUM

Office of Human Resources

4141 Ambassador Drive

Anchorage, Alaska 99508

Telephone: 907-729-1301

Facsimile: 907-729-3638

### JOB DESCRIPTION

<b>JOB TITLE: Otolaryngology Surgeon</b>	<b>DIVISION: Alaska Native Medical Center</b>
<b>DEPARTMENT: Otolaryngology</b>	<b>REPORTS TO: Chief of Otolaryngology</b>
<b>NUMBER OF JOB LEVELS:</b>	<b>FLSA STATUS: Exempt</b>
<b>SALARY RANGE: DOE</b>	<b>PL-101-630: Covered</b>
<b>DATE: 04/20/01</b>	<b>TYPE OF POSITION: Full Time</b>

#### SUMMARY OF JOB RESPONSIBILITIES:

The Alaska Native Medical Center is a 150-bed general medical and surgical hospital with an active outpatient department. It serves as a referral center for more than 110,000 Alaska Natives living throughout the State and provides specialty service to six field hospitals. It serves as a primary source of care for more than 15,000 beneficiaries living in and around Anchorage. The Otolaryngology Service provides both inpatient and outpatient otolaryngology care to this patient population. There is a busy outpatient clinic and the surgical caseload of proximately 1,200 major cases per year.

The incumbent is designated as Staff Otolaryngology Surgeon. The incumbent performs direct medical care in the specialty and assists the Chief and Deputy Chief of Otolaryngology in supervising the Otolaryngology Service.

#### OUTLINE OF ESSENTIAL JOB RESPONSIBILITIES/FUNCTIONS TO INCLUDE BUT NOT LIMITED TO:

- Provides primary care to inpatients assigned to him/her including performing a history and physical examination, writing a treatment plan, and keeping progress notes covering diagnostic evaluation, progress, and discharge. Completes narrative summaries and other documents required for adequate follow-up. RN's carries out many of these responsibilities under supervision of the staff otolaryngology surgeon.
- Cares for outpatients in the specialty clinic and outpatient department including performing a diagnostic evaluation, writing treatment plans, and insuring proper follow-up.
- Is responsible, along with the Chief and Deputy Chief of Otolaryngology Service for providing supervision and guidance to the otolaryngology case managers.
- Is responsible for daily supervision of otolaryngology residents, medical students, and staff physicians on the service. Checks their treatment plans, assists and guides them in the performance of necessary surgery, assigns patients and either schedules or designates the authority to schedule "on-call" activities.
- Provides consultation services to other departments of the hospital and to other hospitals and health stations in Alaska. This includes extensive telephone support of primary care physicians as well as mid-level practitioners and community health aids in the bush.
- Conducts specialty clinics at field hospitals requiring absence from Anchorage and travel by air and other forms of reasonable transport.

- Complies with compulsory training in areas required by rules and bylaws of the Alaska Native Medical Center. Assumes other responsibilities and duties as assigned by the Chief and/or Deputy Chief or by the Medical Director.

### **QUALIFICATIONS:**

Required qualifications are possession of a doctorate in medicine or osteopathy completion of approved years of post-graduate training in otolaryngology surgery, board eligibility in otolaryngology surgery, and a license to practice medicine in the State of Alaska. He or She will be expected to obtain Board Certification on the appropriate schedule. He or She is expected to complete the required number of hours of continuing medical education in otolaryngology surgery to maintain State licensure.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

The staff otolaryngology surgeon is expected to function independently in his specialty but is encouraged to seek the assistance of other members of the surgical staff whenever appropriate. If appropriate, will refer patient to appropriate subspecialist. The staff surgeon will be under the general supervision of the chief of the department of Otolaryngology Surgery and performance will be evaluated on regular basis.

Staff surgeon is expected to operate under the general guidelines, which include the department, hospital and agency manual issuances. He or she is also expected to operate under the bylaws of the Alaska Native Medical Center.

### **WORKING CONDITIONS:**

The duties of the staff otolaryngology surgeon are both mentally and physically demanding. This includes long periods in the operating room and clinic. In order to provide otolaryngology care at all hours of the day, periods without rest or sleep are sometimes required. In order to adequately perform the duties of this position excellent physical and mental health is required.

### **WORKING ENVIRONMENT:**

The staff otolaryngology surgeon works primarily in the hospital environment including the emergency room, inpatient surgery wards, operating room, and outpatient otolaryngology clinics. The travel to field health clinics by aircraft to other areas of the state is required.

### **AGE SPECIFIC: NONE**

**NATIVE PREFERENCE:** Under P.L. 93-638, as amended, the company pursues a policy of Native preference in hiring, contracting, and training.

**Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date